

WORLD CLASS EMPLOYEES

Diversity is a strength, kindness is expected and respect is non-negotiable...it's our culture.

MAY 2020

Important Dates:

May 1st — Open Enrollment Deadline

May 29th—Balance of Contract Pay

May 31st—Wellness Incentive Deadline

Employee Fingerprint Renewal

Please go to <https://www.fieldprintarizona.com/> and complete your online application. Click on "schedule an appointment" and set up a "new user" account. The cost of the card is \$74.95 and must be paid by credit card.

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HUMAN RESOURCES

OPEN ENROLLMENT

Open Enrollment timeline is April 20—May 1, 2020

Get Informed by attending a Webinar:

April 23, 2020 9:30-11:00 AM

https://zoom.us/webinar/register/WN_nwV-XaEPSzi-1ymuJ6LTlg (Spanish) Password: 887699

April 27, 2020 3:00-4:30PM

https://zoom.us/webinar/register/WN_d35t12QBQ_6AK-vIYYeg3g Password: 887699

Prior to your meeting, we suggest that you take some time to review the attached OE guide and click on "Chandler OE video" link [Chandler OE video](#) to familiarize yourself with the offerings for the 2020-2021 plan year.

USE OR LOSE VACATION

Who earns vacation time?

All 12 month employees working 30+ hours per week earn vacation.

How much vacation do I earn?

Vacation is earned at the rate of 3.20 hours per pay period (prorated for less than 40 hours per week). Twelve-month employees on the support service calendar (Calendar #2612) begin accumulating 4.8 hours of vacation each payroll upon completion of 5 years of service.

How many days a month do I need to work in order to earn vacation?

An employee must work 15 days in a month to earn a day of vacation. Vacation is credited every pay period. Vacation is earned as long as the employee is on active paid status.

Can I call in for a vacation day whenever I feel like taking a day off?

The purpose of vacation is for the employee to take time off work to relax and refresh. However, vacation must be scheduled with the approval of the supervisor in order to ensure effective operation of the department/site.

What happens to my vacation time when I transfer to a position that does not earn vacation?

The vacation time is paid off.

Do I lose my vacation time if I do not use it by the end of the school year?

Earned vacation may be carried over from one fiscal year to the next; however, carryover vacation must be used by the next fiscal year. For example, all vacation earned in 2018-19 must be taken by **July 1, 2020**. Earned vacation balances will be adjusted annually after the first week in July.

How do I calculate my “use or lose” vacation?

Earned vacation is posted on your paystub. Vacation is accrued through the first 25 pay periods of the fiscal year. All vacation earned in 2018-19 must be taken by July 1, 2020. To calculate hours that must be used by the end of the year, please see examples below:

12 MO Support

3.20 earned vacation hours per pay **X 25** pay periods= **80 vacation hours earned by the end of the year.**

Example—Calculating Use or Lose

110.75 hours = Current balance

- 80.00 hours earned in 2018-19 and eligible for roll over

30.75 hours to use or lose by 7/1/20

12 MO Custodial/Maintenance/Kids Express (over 5 years)

4.80 earned vacation hours per pay X **25** pay periods= **120 vacations hours earned by the end of the year.**

Example—Calculating Use or Lose

165.50 hours = Current balance

-120.00 hours earned in 2018-19 and eligible for roll over

45.50 hours to use or lose by 7/1/20

12 MO Administrator

6.40 hours of earned vacation hours per pay period X **25** pay periods= **160 vacation hours earned by the end of the year.**

Example—Calculating Use or Lose

226.89 hours = Current balance

-160.00 hours earned in 2018-19 and eligible to roll over

66.89 use or lose by 7/1/20

BENEFITS

2019-20 WELLNESS INCENTIVE

Due to COVID-19 many providers cancelled scheduled preventative appointments making the current requirements difficult to complete. Due to this situation, the wellness incentive requirements have been modified for this school year. All employees as well as spouses of employees who were enrolled in CUSD health insurance on or before January 1, 2019 will be able to qualify for the \$400 wellness incentive. The only requirements for the 2019-20 school year:

1. Complete the Health Assessment via www.azblue.com ([CLICK HERE: Where to find the health assessment](#))
2. Enter the date you completed your health assessment via employee Online iVisions, Benefits, Wellness Incentive Request.

Wellness Incentive requirements must be completed between May 16, 2019 and May 31, 2020. You must submit your request for approval no later than May 31, 2020.

Please click her to access the [Wellness Incentive](#) brochure for additional information.

WHO TO CALL IN HUMAN RESOURCES, BENEFITS AND PAYROLL

To help us answer your questions, the first point of contact is outlined below.

HUMAN RESOURCES AND PAYROLL		
Verines Cummings Asst. Director of Human Resources and Payroll	812-7626	<ul style="list-style-type: none"> • Daily Operations of Human Resources and Payroll • Salary Schedules • Summer School
Pam Lundbohm Human Resources Coordinator	812-7665	<ul style="list-style-type: none"> • HR Services for All District Administrators, CETV, District Office, and Warehouse • HR Tech Supervision
Melissa Candelaria Human Resources Associate	812-7648	Employee HR Services for the following sites: <ul style="list-style-type: none"> • Auxier, Basha, BHS, BJHS, Chandler Early College, CTA Freedom, Fulton, Shumway, and Transportation • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars • Leave of Absence Request
Dee Paul Human Resources Associate	812-7639	Employee HR Services for the following sites: <ul style="list-style-type: none"> • Carlson, Chandler Learning Center, COA, CTA Goodman, Federal Programs, Frye, Hull, IRC, PHS, and Ryan • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars • Leave of Absence Request
Christine Bassett Human Resources Associate	812-7679	Employee HR Services for the following sites: <ul style="list-style-type: none"> • ACP Erie, ACP Oakland, Community Ed, CTA Liberty, Kids Express, Lil' Explorers, Navarrete, Santan, and SJHS • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars • Leave of Absence Request
Gayle Rafferty Human Resources Associate	812-7664	Employee HR Services for the following sites: <ul style="list-style-type: none"> • Andersen, Bologna, CHS, Conley, F&N, Haley, and PJHS • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars • Leave of Absence Request
Lorri Ireland Human Resources Associate	812-7037	Employee HR Services for the following sites: <ul style="list-style-type: none"> • Chief Hill/ICAN, CTA Humphrey/Elite Academy, CTA Independence, Grounds & Maintenance, Hancock, HHS, Riggs, and WJHS • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars • Leave of Absence Request
Marissa Hardin-Sylvestre Human Resources Associate	812-7638	Employee HR Services for the following sites: <ul style="list-style-type: none"> • AJHS, Care Center, CCHS, Galveston, Hartford, Jacobson, Knox, Patterson, San Marcos, Sanborn, Tarwater and Weinberg • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars • Leave of Absence Request

Amy Colleary Payroll Coordinator	812-7614	<ul style="list-style-type: none"> • Payroll Services for all District Administrators, CETV, District Office, and Warehouse • Payroll Tech Supervision • Workforce • 403b Accounts • 457 Accounts
Annette Bennett Payroll Tech	812-7682	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • Carlson, Chandler Learning Center, COA, CTA Goodman, Federal Programs, Frye, Hull, IRC, PHS, Ryan, and Weinberg • e.g. W-4 Questions
Lori Alvarado Payroll Tech	812-7677	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • Andersen, Bologna, CHS, Conley, F&N, Haley, and PJHS • e.g. W-4 Questions
Sheila Wentz Payroll Tech	812-7678	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • Auxier, Basha, BHS, BJHS, Chandler Early College, CTA Freedom, Fulton, Galveston, Sanborn, Shumway, and Transportation • e.g. W-4 Questions
Gloria Hessen Payroll Tech	812-7617	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • Chief Hill/ICAN, CTA Humphrey/Elite Academy, CTA Independence, Grounds & Maintenance, Hancock, HHS, Riggs, and WJHS • e.g. W-4 Questions
Veda Gooslin Payroll Tech	812-7663	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • ACP Erie, ACP Oakland, CTA Liberty, Community Ed, Hartford, Jacobson, Kids Express, Lil' Explorers, Navarrete, Santan, and SJHS • e.g. W-4 Questions
Yvette Ardans Payroll Tech	812-7606	<ul style="list-style-type: none"> • AJHS, Care Center, CCHS, Knox, Patterson, San Marcos, Sanborn, and Tarwater • Substitute Payroll Services
Heather Caviar Assistant Business Manager of Regulatory Compliance	812-7675	<ul style="list-style-type: none"> • ACA Compliance • Benefit Deductions • HSA Account Questions • W-2
BENEFITS		
Dee Ostrowicki Assistant Director of Benefits	812-7036	<ul style="list-style-type: none"> • Oversees Benefits • Open Enrollment • Complex Benefit Questions • Health Insurance Orientations • Family/Medical Leave of Absence • Retirement Workshops • Short and Long Term Disability • Wellness Expo
WORKMANS COMP		
Bim Frost Senior Administrative Assistant	812-7660	<ul style="list-style-type: none"> • Questions about coordination of benefits

ONBOARDING, CERTIFICATION, AND PROFESSIONAL DEVELOPMENT

Kathleen Jett Assistant Director of Recruitment and Onboarding	812-7623	<ul style="list-style-type: none"> • Selection and Processing of New Employees • Certified Onboarding • Job Descriptions • Volunteers
Becky Atkinson Human Resources Assistant	812-7668	<ul style="list-style-type: none"> • Certificate Renewals • Certified Fingerprint • Employee Badges
Suzu Sander Human Resources Generalist	812-7611	<ul style="list-style-type: none"> • Support Staff Employment • Support Staff Job Postings • Support Staff Onboarding
Maria Reed Human Resources Generalist	812-7622	<ul style="list-style-type: none"> • Certified Employment • Coaches Onboarding • Professional Growth for Salary Increase

SUBSTITUTE SERVICES

Jenny Farkas Substitute Services Coordinator	812-7625	<ul style="list-style-type: none"> • Absence Management • Substitutes Certified and Non-certified • Substitute Onboarding
Yvette Ardans Payroll Tech	812-7606	<ul style="list-style-type: none"> • Substitute Payroll Services

Sandy Cooper

Assistant Superintendent of Human Resources

Oversight of Human Resources and Payroll Operations and
Benefits

Veronica King Senior Administrative Assistant	812-7624	HR Newsletter Phased Retirees	Loan Forgiveness Applications Verification of Teaching Experience
Theresa Self District Receptionist	812-7000	District Office Conference Room Schedule	

Dr. Jeff Filloon





Director of Human Resources

Oversight of Recruitment and Onboarding and Substitute
Teachers

Rosemary Palma Administrative Assistant	812-7640	General Leave Exceptions Medical Leave Donation Perm Sub Custodians Support Staff Evaluations
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June

Summer Schedule 2020

Mon	Tue	Wed	Thu	Fri
1 8 HR Workday 7:30 am-4:30 pm	2 8 HR Workday 7:30 am-4:30 pm	3 8 HR Workday 7:30 am-4:30 pm	4 10 Hour Days begin 7:00 am-5:30 pm	5 
8 10 Hour Day	9 10 Hour Day	10 10 Hour Day	11 10 Hour Day	12 
15 10 Hour Day	16 10 Hour Day	17 10 Hour Day <u>Last Day for Elem Admin. Assistants</u>	18 10 Hour Day	19 
22 10 Hour Day	23 10 Hour Day	24 10 Hour Day	25 10 Hour Day	26 
29 10 Hour Day	30 10 Hour Day			

Points of Importance:

The District will work 4-day work weeks (Monday through Thursday) beginning June 4th through July 2th. Open office hours will remain 7:30-4:30 pm. 10 hour workday hours are 7:00—5:30 with a 30 minute lunch break.

- ◆ First 10 hour day will be June 4th
- ◆ Last 10 hour day will be July 1st Resume 8 hour days July 2nd

Friday Business Casual dress is in effect June 1st through July 21st.

Elem. Administrative Assistants are scheduled to work through June 17th and resume July 8th. Elementary school offices may close to the public June 16th and 17th, however, employees scheduled to work should be on duty or using approved leave.

Community Education will follow same district office schedule Monday-Thursday 7:00 am-5:30 pm.

Warehouse will work an early shift schedule Monday-Friday closing each day at 3:00 pm.

I.S. will be staffed Monday—Friday. Employees may work 4 days splitting coverage on Monday/Fridays.

IRC will follow same district office schedule Monday—Thursday 7:00 am—5:30 pm.

Food Services will follow same district office schedule Monday-Thursday 7:00 am—5:30 pm.

July

Mon	Tue	Wed	Thu	Fri
		1 Last 10 Hour Day	2 Resume 8 Hour Work day 7:30 am-4:30	3 4th of July Holiday
6	7	8 New Teacher Orientation *Elem Office Managers Return	9 New Teacher Orientation	10 New Teacher Orientation
13 New Teacher Orientation	14 New Teacher Orientation	15 Teachers Return	16	17
20	21	22 First Day of School	23	24
27	28	29	30	31

MAY

	Mon	Tue	Wed	Thu	Fri
					1
	4	5	6 Hourly pay week ends	7 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	8
	11	12	13 Hourly pay week ends	14 All hourly time Workforce software due (Workforce and time-sheets)	15
	18	19	20 Hourly pay week ends	21 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	22
	25 Memorial Day Holiday	26	27 Hourly pay week ends	28 All hourly time Workforce software due (Workforce and time-sheets)	29 Last Day for Teachers

